

United States Government

Department of Energy
Oak Ridge Office

memorandum

DATE: June 13, 2005

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **FY 2005 MIDYEAR PERFORMANCE PROGRESS REVIEW SCHEDULE FOR
NON- MANAGERIAL/SUPERVISORY EMPLOYEES**

TO: All ORO Employees

The 2005 performance rating cycle for all non-managerial and non-supervisory employees runs January 1, 2005 through December 31, 2005. Employees are to receive a progress review at approximately the midpoint of the rating cycle each year. Progress reviews should be conducted for each employee not later than **July 22, 2005**. Employees should receive a progress review regardless of the length of time they have been in the organization or the date of their performance appraisal plan.

Subjects to be Discussed. Rating Officials are to discuss the appropriateness of the elements and standards, make any changes warranted in individual appraisal plans, inform each employee of performance expectations, provide a general performance assessment, and give the employee an opportunity to provide feedback or to raise concerns. (This in itself is not a rating.) Supervisors should also clarify roles and responsibilities to ensure that all employees understand how their role links to and supports the Department of Energy mission. If an employee's performance indicates deficiencies in meeting expectations described in any performance sub-element, the Rating Official will discuss these with the employee and together, they will develop actions to correct the deficiencies. A formal opportunity period and a performance improvement plan (PIP) must be established if an employee's performance is determined to be deficient to the extent that it consistently fails to meet expectations. Supervisors who have identified a need to establish a PIP should consult their Human Resources Specialist for additional information.

Documentation. Progress reviews should be documented using Form F330.1Y, "Certifications" under Section B, "Certification of Progress Reviews." A copy of this form is attached and may be accessed at the Human Resources Division web site at: <http://www.oro.doe.gov/pmab/Forms/Forms.htm> . Each employee should receive a copy of his/her progress review documentation. The original certification should be submitted to your Human Resources Specialist not later than **July 29, 2005**, for inclusion in the employee's official performance file.

Questions should be directed to your Human Resources Specialist.


Melanie M. Kent, Chief
Federal Human Resources Branch

Attachment

F 331.1Y, CERTIFICATIONS

Part A - Certification of Discussion and Issuance of Performance Appraisal Plan and Recertification

I have received a copy of my performance appraisal plan for this rating cycle and have been given an opportunity to discuss it with the Rating Official.

Typed or Printed Name of Employee	Signature of Employee	Date	Initials for Recertification	Date of Recertification
Typed or Printed Name of Rating Official	Signature of Rating Official	Date	Initials for Recertification	Date of Recertification
Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date	Initials for Recertification	Date of Recertification

Part B - Certification of Progress Review

Performance and progress to date have been discussed with the undersigned employee.

Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date

Part C - Certification of Receipt of Performance Rating

I have received my performance rating for this rating cycle and have been given an opportunity to discuss it with the Rating Official.

Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date
Typed or Printed Name of Reviewing Official	Signature of Reviewing Official	Date

Part D - Certification of Ratings Generated Through Matrix Management Reviews

I agree to provide the performance rating(s) for the following elements _____

Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date
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I have provided the performance rating(s) for the following elements _____

Typed or Printed Name of Rating Official	Organization	Signature of Rating Official	Date
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Part E - Certification of Delayed Rating

The employee's performance under Element(s) _____ demonstrates inconsistent deficiencies which preclude a rating of "Meets Expectations or "Unacceptable." Therefore, the employee's rating under this plan will be delayed, and a performance improvement plan (PIP) will be established. The employee's performance will be assessed upon completion of the opportunity period established in the PIP.

Typed or Printed Name of Employee	Signature of Employee	Date
Typed or Printed Name of Rating Official	Signature of Rating Official	Date